

Fee — \$335 per day

**Early/Online Discount
\$299 (\$598 both days)**

if you register on-line or
if payment is received by
Monday, August 7, 2006

**September
6 - 7, 2006**

**YOUR CHOICE — Attend
one or both days.**

Close to San Jose and San Francisco International Airports,
and only a short drive to Monterey, the beautiful and historic
Dolce Hayes Mansion Conference Center (pictured below)
is the site of the **2006 EEOC Seminar**, scheduled for
Wednesday, September 6 and Thursday, September 7.



EEOC San Jose Seminar

U.S. Equal Employment Opportunity Commission

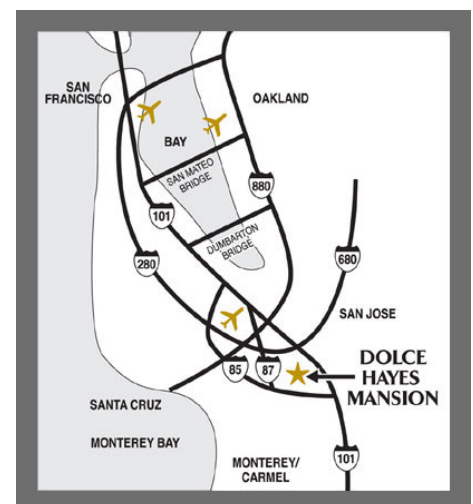
2006 SEMINAR LOCATION
**Dolce Hayes Mansion
Conference Center**
200 Edenvale Ave
San Jose, CA 95136
(408) 226-3200
www.hayesmansion.com

Call (408) 226-3200
before July 21, 2006 for
EEOC conference rate:
\$140 per night

Join EEOC for this
two-day seminar for
the latest
developments in EEO
law and best practices
— from the experts
who enforce the law.

Questions about the seminar?
Contact Linda Li
(415) 625-5618
TTY (415) 625-5610
linda.li@eeoc.gov

Cosponsored by the
Santa Clara County Bar Association



Wednesday, September 6
Thursday, September 7

EEOC San Jose Seminar

www.eeotraining.eeoc.gov

Workshop Themes

Intro to EEO	1C/5C 2A 3A
Best Practices	Day 1 Plenary 1A 1B
Mediation Series	3B 5A
Sexual Harassment	1C/5C 2C/6C 3C
Disability Issues	2B 5B 6B
Skills Workshops (Scenario, Role Play, Interactive Learning)	3B 3C 5A 6A

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements. Call (408) 226-3200 before July 21, 2006 for EEOC conference rate: \$140 per night

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San Jose, CA 95136
www.hayesmansion.com

Registration Policy

Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$298 per day (\$598 for both days)** is available for on-line registration with a credit card and for check payments received 30 days before the onset of the seminar. Payment by government purchase order is not eligible for this Discount Price.

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code. If any of these items are missing, we will not be able to confirm you for the seminar. If you are paying by state or local government p.o., provide your billing address where the invoice should be mailed.

Registration - There are three ways to register.

For immediate confirmation, register **ONLINE** using a credit card at www.eeotraining.eeoc.gov, OR

MAIL your registration application and payment to
EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR

FAX your registration with credit card payment to
301.545.0718

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email eeoc.traininginstitute@eeoc.gov

Space is limited, register early, and preferably at least 10 days in advance of a seminar. Late registrations will be accepted on a space available basis.

Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

Schedule

- Registration—8 am
- Start—9 am
- Lunch provided
- End—4:30 pm

Wednesday, September 6, 2006

Plenary 9:00—10:30 am**How to Stay Out of Trouble with the EEOC**

Bill Lann Lee (*Lieff Cabraser Heimann & Bernstein*) and Fred Alvarez (*Wilson Sonsini Goodrich & Rosati*) present plaintiff and defense perspectives on best EEO practices.

Workshop 1 10:45 am—12:15 pm ... select one topic**1A** (All Levels)**Best Practices Panel**

HR managers lead a discussion of how to attract and keep a strong and diverse workforce.
(Invited: Google and eBay)

1B (All Levels)**Recruiting in a Wired World**

How do you hire the best talent? Smart and savvy selection strategies to avoid discrimination pitfalls.

1C (Level: Basic)**Harassment 101***

Key concepts, laws and decisions.

Workshop 2 1:15—2:45 pm ... select one topic**2A** (Level: Basic)**ABC's of EEO**

Our laws & the theories behind them.

2B (Level: Int.-Adv.)**Disability and Leave**

Practical advice for navigating leave issues under the ADA, FMLA and PFCLA.
Basic knowledge of the ADA is assumed.

2C (Level: Intermediate)**Harassment Investigation Critique***

How would your company's investigation hold up to a day in court? Trial experts analyze how investigations can make or break your case in front of a judge or jury

Workshop 3 3:00—4:30 pm ... select one topic**3A** (Level: Basic)**Responding to EEOC**

Our investigation process and you: An employer's guide to smooth & timely interactions with our agency.

3B (All Levels)**Who Gets The Orange? Mediation Skills for HR Managers**

Getting past positions (what you want) to interests (why you want it).

3C (Level: Intermediate)**"You be the judge" Harassment Scenario**

We'll present the facts, you apply your learning and experience to discuss and vote on actual fact patterns.

*Attend *Harassment 101* and *Harassment Investigation Critique* to satisfy CA AB 1825 sexual harassment training requirement for supervisors. Also available Day 2.

Plenary 9:00—10:30 am

EEO Legal Update

EEOC Regional Attorney Bill Tamayo highlights recent legal decisions and developments that may impact your workplace.

Workshop 4 10:45 am—12:15 pm ... select one topic

4A (federal contractors)

'Internet Applicant': What to do now that the OFCCP is enforcing its new regulation?

John C. Fox (*Manatt, Phelps & Phillips*)

4B (All Levels)

Immigration & National Origin Issues

Panel of experts moderated by EEOC Regional Attorney Bill Tamayo.

Workshop 5 1:15—2:45 pm ... select one topic

5A (All Levels)

Negotiation Skills

Practical techniques to take to the table for mediation, conciliation or any other conflict resolution.

5B (Level: Advanced)

Reasonable

Accommodation

Avoid common pitfalls when handling a request to accommodate your employee's disability.

5C (Level: Basic)

Harassment 101*

Key concepts, laws and decisions.

Workshop 6 3:00—4:30 pm ... select one topic

6A (Level: Basic)

"You be the judge"

Topic to be announced. We'll present the facts, you apply your learning and experience to discuss and vote on actual fact patterns.

6B (All Levels)

Disability Etiquette

Learn practical skills for dealing with another culture you may not know, and shake off stereotypes about disabled workers.

6C (Level: Intermediate)

Harassment Investigation Critique*

How would your company's investigation hold up to a day in court? Trial experts analyze how investigations can make or break your case in front of a judge or jury.

Please print and use
a separate form for
each attendee.

**3 ways to
register**

- **ONLINE**
www.eetraining.eeoc.gov
- **MAIL to EEOC TRAINING**
INSTITUTE, PO BOX
83933, GAITHERSBURG, MD
20883-3933
- **FAX to 301.545.0718**

**Have you previously
attended** an EEOC
sponsored seminar,
course or
conference?
Yes No

**# Employees at your
facility?**
Under 50
50-99
100-249
250-499
500-999
1,000-1,999
2,000+

**Your Organization's
Business Type:**
Federal Gov't
State/ Local Gov't
Other

Your Position Category:

Attorney EEO Director, Manager, Supervisor
EEO Investigator, Counselor, Staff
HR Director, Manager, Supervisor HR Staff
Mediator, ADR Other Manager, Supervisor
Professional Organization President, CEO,
Owner SHRM Union Representative
Other

☐ Enroll me for **Day 1** Wednesday, September 6, and the following workshop choices...

Stay Out Of Trouble Plenary

Select one: ☐ 1A: HR Best Practices ☐ 1B: Recruiting ☐ 1C: Harass't 101

Select one: ☐ 2A: ABCs of EEO ☐ 2B Disability & Leave ☐ 2C: HI Critique

Select one: ☐ 3A: Responding ☐ 3B: Mediation Skills ☐ 3C: You Judge (Harass't)

☐ Enroll me for **Day 2** Thursday, September 7, and the following workshop choices...

Legal Updates Plenary

Select one: ☐ 4A: Applicant ☐ 4B: National Origin

Select one: ☐ 5A: Negotiation ☐ 5B: Disability Accom. ☐ 5C: Harass't 101

Select one: ☐ 6A: You Judge (TBA) ☐ 6B: Disability Etiquette ☐ 6C: HI Critique

First Name _____ Last _____ MI _____

Title _____ Business/Organization _____

Address _____

City _____ State ____ Zip _____ E-Mail _____

Business Telephone () _____ (if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to
attend this program?

Yes No Describe accommodation requested or special diet needed _____

AMOUNT OF PAYMENT: \$335 One Day \$299 One Day Discount Price*

\$670 Two Days \$598 Two Day Discount Price*

***Discount price available for on-line registration up to the day before the seminar and
for check payment received 30 days before the seminar.**

Credit Card MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____ Signature _____

Cardholder Email address _____

Check Payment

State/ Local Gov't Purchase Order – Email Address for invoice _____

Fed Gov't Purchase Order - 8 digit Agency Location Code (Required) _____

How did you hear about our seminar?

Brochure in mail Colleague EEOC event
Email Website/Internet Newspaper /Newsletter
Other _____

Top 5 Reasons to Attend the EEOC San Jose Seminar

EEOC offers you the best value for your training budget. Our seminar offers a range of choices, whether you are new to the field or a seasoned HR professional.

Prepare for tough HR decisions

concerning harassment, accommodating disabilities and managing diversity.

Avoid pitfalls and mistakes made by other employers

Learn best practices — Bay Area and Silicon Valley experts keep your approach to EEO up to speed with innovations and

changes in the workplace.

Meet the people who enforce the laws and discover how EEOC and other government agencies analyze an issue.

Improve your company's bottom line, saving money, time and resources with smart policies, happy employees and a productive workplace.



Dolce Hayes Mansion

Close to San Jose and San Francisco International Airports, and only a short drive to Monterey, the beautiful and historic **Dolce Hayes Mansion** is the site of the **2006 EEOC Seminar**.

- Meeting News Planner's Choice Award for 2005 for Best Conference Center
- Silicon Valley's Most Luxurious Spa— Complimentary access for over-night guests
- Free parking

Questions about the seminar?

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